

ADDENDUM TO COMPREHENSIVE DISCIPLINE, CRIME AND VIOLENCE USER'S GUIDE REPORTING DATA BY REGIONAL CENTER OR PROGRAMS

Effective January 19, 2007

The following information is provided to school divisions as an addendum to the *Comprehensive Discipline, Crime, and Violence User's Guide* and should be used when reporting data for students who are involved in incidents at regional centers or programs for the 2006-2007 *Discipline, Crime, and Violence (DCV) Report*.

The final date for all division to submit the 2006-2007 DCV data will be July 31, 2007. The time frame for submitting the regional centers or program data will be from January 19, 2007 through June 30, 2007.

There are two reporting strategies that may be used to submit the DCV data.
(The second strategy is NEW.)

1. Regional centers may transfer data to the division where the student is enrolled and have the division enter the data. This is the strategy that was suggested for last year's report. This strategy will be continued this year. One important note is that the incident division's number and the incident school number should both refer to the regional centers or programs--NOT the enrolled division or enrolled school.
2. The newly developed strategy is for the regional centers or programs to enter the data into the Single Sign-on for Web Systems (SSWS) Web site that has been specifically designed for the regional centers. There are two methods in which to enter data:
 - a. Log on to the SSWS Web site and enter each incident record-by-record.
 - b. To create an excel spreadsheet that will be converted to a tab delimited file.

Under this newly developed regional centers programs Web application, the regional centers or programs will need the following:

1. An access account to the SSWS Web site, which will come from the SSWS account manager assigned by the region. If an SSWS account manager has not been identified, the regional centers or programs may need to assign this person and secure an account from the Virginia Department of Education. The SSWS Account Manager for the region will grant access to the data person for the DCV application.
2. Student demographics will come from the enrolled school division.
 - a. Student number
 - b. Gender
 - c. Race

- d. Special Education disability code
 - e. Grade
 - f. Date of birth
 - g. Enrolled school division
 - h. Enrolled school
 - i. Limited English Proficiency (LEP) status
3. Documents that will help with the coding and application.
- a. DCV Sample data entry form (on the 2006-2007 DCV Web site:
<http://www.doe.virginia.gov/VDOE/Publications/Discipline/datacoll/2006-2007/06coll.html>)
 - b. New Offense Codes (on the DCV 2006-2007 Web site:
<http://www.doe.virginia.gov/VDOE/Publications/Discipline/datacoll/2006-2007/06coll.html>)
 - c. Tab delimited file documents
 - d. Online DCV Web Application User Guide
 - e. Excel spreadsheet template with instructions

Login to the Single Sign-On for Web Systems (SSWS)

The Single Sign-on for Web Systems (SSWS) is a portal through which school division personnel may access many of the VDOE data collection processes and other applications. There are two levels of access—school level and division level. The levels of access will depend upon the rights allocated to the user by the school division’s account manager. The local SSWS Account Manager in each division is assigned the duties of maintaining the user accounts and granting access to the VDOE applications.

The SSWS System has a user guide that may be accessed by using the following URL:

https://p1pe.doe.virginia.gov/ssws/sswswebapp/jsp/common/SSWS_User_Guide.pdf.

Regional centers or programs that need to establish a SSWS Account Manager should contact Ms. Doris Brown, Division of Educational Information Management, Virginia Department of Education at (804) 371-7875.

After logging on to the SSWS Web, the user will come to the SSWS application selection. Click on the *Discipline, Crime, and Violence (DCV)* link.

The screenshot displays the SSWS Application Selection interface. At the top, there is a navigation bar for the Commonwealth of Virginia and the Virginia Department of Education. A search bar is present on the right. The main content area is titled "SSWS Application Selection" and includes a warning: "WARNING! Not connected to the production database! Changes may be lost! This is a testing system to be used for testing purposes only. Data entered into or updated in this system is not regarded as production data and may be overwritten or deleted at any time. Click [here](#) to go to the production system." Below the warning, a green checkmark indicates a successful login: "Welcome Joyce Martin." A prompt asks the user to "Please select one of the Applications listed below." A table of applications is shown, with "Discipline, Crime and Violence (DCV)" and "Instructional Personnel (IPAL)" listed. A sidebar on the right contains links for "SSWS Instructions", "Contact List", "Applications Contact Info", "Change Password", "Change E-mail", "Dropbox", and "User Information". The user information section shows the name "Joyce Martin" and email "jmartin@doe.virginia.gov".

After clicking on the DCV link, the user will come to the following screen where the school year must be selected.

After the school year has been selected, a data entry screen will open for the user to select various links. Each record may be manually entered or a tab delimited file may be submitted through the *Submit Data* link.

Entering Data Into the Web Application

When adding an incident, click on the *Add Incident* link and you will open the following screen:

Please note that when logging on to a specific regional center, the Incident Division will automatically be selected. In order to create a record, the user must complete all the *Add Incident* data (incident school, offense code(s), when the incident took place, law enforcement indicator and firearm weapon, non-firearm weapon and victim count, if applicable). When this information is complete, the user should click on the *Add/Select Student* button to continue.

The *Select/Add Student* screen will open. Continue entering the student data to the record. Upon completion of this screen, the user should click on the *Add New Student* button.

Please note that the *Select/Add Student* screen displays the incident code, the incident school division and the incident school entered in the previous screen (highlighted in gray) for the user.

The *Student Information* screen displays the incident code, the incident division and school and the enrolled division and school. The user must enter the student demographic information that comes from the enrolled school division. Upon completion of this screen, click on the *Add Offenses Info* button.

The *Add Offense* screen displays the incident code, the incident division and school, the student identification number and the enrolled division and school. The screen allows the user to enter the offense and other data (the primary offense, sanction, days suspended or expelled, the disability code, grade, alternative placement, permanent expulsion and LEP). Click on the *Next* button and this will move the user to the final screen.

This *Complete Add Incident* screen is the final step for completing the data for a record. If other information on another student is needed, you must click on the *Add Another Student* button to enter the appropriate data. To complete the record, the user must click on the *Finish* button.

308 - PRUDEN CTR FOR INDUS/TECH
Current School Year: 2006

Virginia Department of Education
Logged in as: Joyce Martin

Complete Add Incident

Inc. Code: 1132332 Inc. Division: 308 - PRUDEN CTR FOR INDUS/TECH School: 120 - PRUDEN CENTER FOR INDUS/TECH - 1873
Student: 4039

You have successfully added the above student to the Incident "1132332". You may add another student or click "Finish" to complete adding the students to the Incident. If you need to edit an incident or student offenses, please use Search/Edit Incident link on the navigation bar to your left.

Add Another Student Finish

LIST OF STUDENTS ADDED TO THIS INCIDENT

Total Students in the Incident = 1	
Student	Enrolled School
1. 4039	40 - SMITHFIELD HIGH

Tab-Delimited File Submission

The process to follow for the tab-delimited file submission method may be found on page 28 of the online DCV User Manual at the following URL:

<https://p1pe.doe.virginia.gov/dcv/disciplineUserManual.pdf>

The online DCV User Manual is available to explain procedures that might arise when working with the Web Submission. Some of these areas are:

<u>Procedure</u>	<u>Page No.</u>
Procedure for entering an incident from another division or school	16
Procedure for searching an incident	17
Procedure for editing or searching for a specific student	17
Procedure for deleting student linked to incident	17
Procedure for deleting a student from with multiple student offenders	18-20
Procedure for linking the student data to the incident data	21-27

Additional Reports and Edit Checks for the two Reporting Strategies

School divisions and the regional centers must contact one another to discuss which reporting strategy will be used for reporting the DCV data for the regional centers or programs. It is recommended that only one reporting option be used for submitting and reporting the regional center or program data to VDOE. For the 2006-2007 school year, VDOE has established reports of incidents that occurred at the regional centers and edit checks for duplicate reporting of incidents at the regional centers in the DCV application.

A listing of the Discipline, Crime and Violence (DCV) contacts for the school divisions and the regional centers or programs is provided on the 2006-2007 DCV Web site:
<http://www.doe.virginia.gov/VDOE/Publications/Discipline/datacoll/2006-2007/06coll.html>.

A report on the incidents that occurred at a regional center is provided for both the school division and the regional center when they are logged into the DCV application.

Edits checks have been incorporated into the DCV application to check for possible duplicated records being reported by both the school division and the regional center for the same incident code, the same incident division, the same incident school and the same student.

Questions or assistance should be directed to Mrs. Joyce Martin at (804) 225-2966 or Mrs. Mona Mallory at (804) 225-2185 or by e-mail at discipln@doe.virginia.gov.